

**Regular Session Minutes – Selectmen’s Meeting
Selectmen’s Meeting Room, Town Hall
Tuesday, September 8, 2015, 7:30 p.m.**

PRESENT: Mark Siegenthaler, Chair; Caroline Fedele; Michael A. Rosenberg; William S. Moonan; Margot Fleischman and Town Manager Richard T. Reed

ALSO PRESENT: Youth and Family Services candidate Marcia Morgan; Toole Design Group representatives Patrick Baxter and Nick Jackson; Public Works Director Roy Sorenson; Town Engineer Adrienne St. John; Healthy Bedford Coordinator Carla Olson; Youth and Family Service Director Sue Baldauf; Bicycle Advisory Committee member John Premack and Jan van Steenwijk; Arbor Resources Committee member Ruth Robinson; Planning Board member Amy Lloyd; Historic Preservation Commission member Don Corey; Cathy Waters; Cindy Barbehenn; Barbara Hitchcock; Press Representative Meredith McCulloch; Ken Hill, Bedford TV

Chair Siegenthaler called the meeting to order at 7:30 p.m.

16-45 Committee Appointment Interview – Youth and Family Services Committee

Marcia Morgan was interviewed as a candidate for the Youth and Family Services Committee (YFSC). As the Selectmen liaison to the YFSC, Ms. Fedele explained the purpose of the committee as identifying and addressing the social, emotional, and developmental needs of children, youth, adults, and families in Bedford through programs and services.

Ms. Fedele inquired as to why the candidate was interested in holding this position. Ms. Morgan responded that she has been a resident of Bedford for over two years and is interested in learning more about the community. She cited that her experience overseeing the Harvard College Admissions operations and working as a pre-school speech therapist makes her suitable for the position. Mr. Moonan asked the candidate about her leadership skills. Ms. Morgan highlighted that her participation in various church committees was her primary leadership experience.

Chair Siegenthaler explained the Open Meeting Law, the Conflict of Interest Law, and the Rules of Civil Discourse. He also encouraged Ms. Morgan to consider taking on a leadership role as chair in the future.

Ms. Fedele made a motion to appoint Marcia Morgan to the Committee of the Youth and Family Services for a term ending June 30, 2017. Ms. Fleischman seconded the motion.
The motion passed 5-0-0.

16-46 Continuation of Luigi’s License

Due to the construction at the Bedford Marketplace, Café Luigi has had to close their business until they are able to move into their new building. The new building is expected to be completed

in the spring of 2016. Café Luigi submitted a letter requesting a continuation of their all alcohol license while they are not in operation which is a requirement of the Town's Alcohol Policy. Without a letter a business cannot keep their alcohol license if they are not in operation for more than 10 days. If the continuation is granted they will go through the usual renewal process for the 2016 calendar year. Once the plans are finalized for the new building they will be submitting paperwork for the change of location and alteration of premises.

Ms. Fleischman moved the Selectmen approve the continuation of the all alcohol license for Richmark Restaurants d/b/a Café Luigi through June 30, 2016, subject to their coming before the Selectmen for their license renewal in December. Ms. Fedele seconded the motion.

The motion passed 5-0-0.

**16-48 Wiggins Avenue Drop Box Agreement Approval
 United Parcel Service, Inc.**

Town Manager Richard Reed explained that an agreement with the same language was approved for a Drop Box on Crosby Drive in October of 2013. The Selectmen need to authorize the Town Manager to sign the agreement.

Mr. Rosenberg moved that the Selectmen approve an agreement with the United Parcel Service, Inc. for the location of a UPS Drop Box near the corner of Wiggins Avenue and Alfred Circle and that the Selectmen authorize the Town Manager to execute the agreement on their behalf. Ms. Fleischman seconded the motion.

The motion passed 5-0-0.

**16-50 Miscellaneous Action Items
 Chapter 268A, Section 20(b) Exemption
 Alexander Stavros – Teacher's Assistant to Morning Instructor for AM Gym**

Mr. Rosenberg made a motion to approve the Chapter 268A, Section 20(b) Exemption for Alexander Stavros as Teachers Assistant to Morning Instructor for AM Gym. Ms. Fedele seconded the motion.

The motion passed 5-0-0

16-51 Minutes – Executive Session – August 3, 2015

Mr. Rosenberg moved to approve the Executive Session minutes from August 3, 2015 as amended. Ms. Fleischman seconded the motion.

The motion passed 3-0-1, Ms. Fedele and Mr. Moonan abstained.

16-47 Pedestrian and Bicycle Master Plan

Patrick Baxter and Nick Jackson of Toole Design presented the Pedestrian and Bicycle Master Plan to the Selectmen. The presentation focused on the benefits of the plan, stressing the importance of increasing the ability to walk and bicycle around Town particularly for children

going to school. The presentation highlighted the goals of education, enforcement, encouragement and implementation strategy of the master plan. The presenters also referenced their methodology of creating the plan by utilizing public input gathered from public meetings and an interactive wikimap. They thanked the Steering Committees for their participation. The presenters also spoke on how prioritization was weighed into this plan. Further, the plan offered specific implementation recommendations for The Great Road, Burlington Road, Lane School (from Sweetwater Avenue to Fawn Circle), Concord Road and Page Road at Old Billerica Road. The plan also presented non-infrastructure options and implementation strategies. Ms. Fedele asked what other towns have implemented a plan like this. The presenters stated that Bedford is unique from other Towns that they have worked with in that it already has a well-established trails network that needs connections along main and side roads.

Mr. Rosenberg inquired whether it was necessary to first adopt the Complete Streets Policy. The presenters stated that Massachusetts Department of Transportation (MassDOT) makes funds available for municipalities with a Complete Streets policy.

Mr. Moonan asked if there were any estimates of how much the proposed solutions would cost. Mr. Jackson expressed that each item had its own price but stressed that it could be combined with other projects to bring down the cost. Costs would vary from \$50,000 to over 1 million for each project. The estimated costs are available on the toolbox feature of the website. As for timeline, it was estimated that completion of all projects would take 20-30 years depending on funding and community support. Support from the community is important as the Town will need to obtain easements from property owners.

Ms. Fleischman inquired if there is any option that can be completed right now. The presenters stated bike lanes can be retrofitted into some roads that have a wide shoulder with signage and painting.

Mr. Rosenberg expressed concern over the Town not being able to control the speed limits on state roads. Mr. Baxter stated the Town can petition to have the speed limits changed but suggested that the Town first narrow the roads as this would slow down the traffic using the street. Speed limit determinations are based on the 85th percentile of the speed that cars travel along the road.

Bicycle Advisory Committee Chair Terry Gleeson commended Mr. Baxter and Mr. Jackson on how interesting the plan was. Town Engineer Adrienne St. John stated that the draft report would be on the website and that Toole Design group will prepare the final copy at the end of the month. Mr. Moonan thanked the Mr. Baxter and Mr. Jackson for their hard work on the report and presentation.

16-49 ad hoc Historical Museum Study Committee Final Report – Discussion

Mr. Moonan reminded the Selectmen that the final report of the ad hoc Historical Museum Study Committee was presented to the Selectmen at their last meeting on August 17, 2015. The committee is hoping to keep their momentum going by conducting a feasibility study to determine which location would be best for the museum. Mr. Moonan contacted the group that

conducted the Coast Guard study and they estimated that the feasibility study would cost around \$50,000. Mr. Moonan wondered if funding for this study could be placed on the Special Town Meeting warrant for November 2, 2015.

A discussion ensued concerning funding for the study and whether it could be funded with Community Preservation funds or if the Historical Society would be able to fund part of it. Historical Society member Frank Gicca stated that money has been put aside to help fund the actual building or restoration of the museum but not the study. Before moving forward with any funding scenario it has to be determined whether Community Preservation money can be used to do the feasibility study. Mr. Reed stated that he would contact Town Counsel to ask about this.

Mr. Gicca added that it is necessary to narrow down the number of potential sites even further. Ms. Fedele pointed out that it is important to have the results of the space needs studies at the police and fire station before making any decision. Mr. Moonan asked that this be placed on the agenda for the next Selectmen's meeting for further discussion.

**16-51 Minutes – Regular Session – August 17, 2015
 Executive Session – August 17, 2015**

Mr. Moonan moved to approve the Regular Session minutes from August 17, 2015 as amended. Mr. Rosenberg seconded the motion.

The motion passed 5-0-0.

Mr. Rosenberg moved to approve the Executive Session minutes from August 17, 2015 as written. Ms. Fleischman seconded the motion.

The motion passed 4-0-1, Ms. Fedele abstained.

16-52 Town Manager's Report

Mr. Reed introduced Julianna King, the new Administrative Assistant I for the Town Manager's Office.

Mr. Reed reviewed the list of proposed warrant articles for the November 2, 2015 Special Town Meeting.

Article 2 - Zoning Bylaw Amendment - Conversion of Public School Buildings to Multiple Residential Use (by petition)

This amendment would allow for additional condominium units to be constructed at Page Place.

Article 3 - Street Acceptance - Lavender Lane

The contractor needs to finalize some projects and submit the final as built plans before the Town can accept the street.

Article 4 - Acceptance of MGL Ch. 90I - Complete Streets Program (tentative)

The Town does not need to accept the Complete Streets Policy before Town Meeting but rather adopt the Complete Streets statute. The redraft of the policy may be completed by November.

Article 5 - Amend FY16 Capital Projects Plan

The Capital Expenditure Committee is discussing projects that were not funded at Annual Town Meeting due to budget cuts that can now be added back into the FY16 plan

Article 6 - Community Preservation Surcharge Effective July 1, 2016

This is the usual vote to accept the continuation of the 3 percent Community Preservation surcharge.

Article 7 - Amend FY16 Community Preservation Budget

The FY16 Community Preservation budget needs to be amended due to a lower state match than was estimated. The Town based the budget on a 29 percent match when in reality the Town will be receiving about 20 percent. The final match will not be known until after Special Town Meeting.

Article 8 - Amend FY2016 Operating Budgets

The Operating Budget needs to be adjusted to transfer funds from the Board of Health budget to the School's budget because the School nurses will now be overseen by the School Department.

Article 9 - Amend FY2016 Ambulance Enterprise Budget for Introduction of Town Advanced Life Support Services

Article 10 - Appropriate Funds for FY15 & FY16 Emergency Communications Officers Collective Bargaining Agreement (tentative)

Article 11 - Appropriate Funds for FY16 Bedford Police Supervisors Collective Bargaining Agreement (tentative)

Article 12 - Stabilization Fund Appropriation

Two water quality tests came back positive with coliform results. Compared to previous summers the number of tests coming back with coliform hits has been less frequent. However, when there have been two hits or more residents must be notified and a mailing will be done this week.

16-53 Open Discussion and Selectmen Liaison Reports

Mr. Moonan inquired whether there was any long-term plan for the post office at the Bedford Marketplace. Mr. Reed stated that the post office will temporarily be located in a trailer at the

market place until the new space is ready. He was not sure whether there would be a sorting facility.

Mr. Rosenberg reported that at the next Selectmen's meeting the School Committee will give a presentation about enrollment and space needs. There will also be another Memorandum of Agreement between the Town of Bedford and the Town of Lincoln for the education of non-military Hanscom Air Force Base students. A similar agreement was approved for the last school year for one student. This agreement is expected to be for more than one student. Mr. Rosenberg asked why the agreement has a term of one school year as proposed to making it perpetual.

Mr. Rosenberg asked Mr. Reed about the possible abandonment of Crosby Road. Mr. Reed replied that this item may end up being on the Warrant. Crosby Road became a limited access road that connects with Crosby Drive when Route 3 was built. The Davis Companies does not think it needs to be a public way anymore and it will serve more as a private way to the business park.

Ms. Fedele informed the other Selectmen that Wilson Field will be dedicated at 12:30 p.m. on Bedford Day.

Mr. Moonan made a motion to adjourn. Ms. Fedele seconded the motion.

The motion passed 5-0-0.

The meeting adjourned at 9:16 p.m.